

CITY OF MILPITAS  
Effective: Jan 1999  
EEOC: Professional  
FLSA: Exempt  
Unit: Exempt  
Physical: 1

## GIS Manager

### DEFINITION

Plans for and implements the City's Geographic Information Systems (GIS)-related projects including facilitating project teams, identifying resources and establishing project objectives, timelines and milestones and developing standards for GIS deployment and use.

### DISTINGUISHING CHARACTERISTICS

The GIS Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Information Officer and/or Technology Manager.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following.

Ensures the timely implementation of GIS-related projects.

Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.

Prepares GIS project plans and schedules to include coordinating resources, tasks, and work assignments.

Manages GIS-related teams of City staff and vendors to ensure that GIS project objectives and time lines are met.

Develops standards for GIS deployment and use within the City.

Provides GIS-related technical guidance and assistance to project teams.

Serves as a liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS-related resources.

Maintains expertise in GIS-related software and technologies.

Performs other related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Geographic Information Systems (GIS) principles, practices, and techniques, including systems analysis, re-engineering, design and systems development.

A variety of software tools for GIS map creation and maintenance (i.e., AutoCAD Map, ESRI ArcInfo and Intergraph MGE and/or Geomedia Pro), data analysis (i.e., Autodesk World, ESRI ArcView and Intergraph Geomedia), Internet-enabled GIS (i.e., Autodesk MapGuide, ESRI MapObjects and Intergraph Geomedia WebMap) and 3D Visualization and Modeling.

GIS-enabled municipal applications including permit processing, work management, pavement management, utility billing and public safety systems.

State of the art methods for implementing and deploying GIS-related applications and solutions using a variety of technologies.

Local government practices and administration.

City standard software, database and operating systems.

### Ability to:

Understand emerging GIS technologies and their application to improve City services.

Make sound decisions concerning GIS technologies as they apply to the City.

Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.

Prepare and present clear and well-organized written and oral reports to City Council, City administration and other groups as required.

Explain GIS-related technical issues and concepts to non-technical staff.

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Plan, manage, and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track.

Plan, organize, supervise, review and evaluate the work of GIS project team staff in a manner that is conducive to independent judgment, and high performance and personal accountability.

### EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in GIS, Computer Science, Information Systems, or a closely related field.

#### Experience:

Three years experience in GIS systems analysis, database design, application development and project management, preferably in a local government environment. Experience with a variety (i.e., more than one) of GIS platforms (e.g., Autodesk, Bentley, ESRI and Intergraph) and experience using industry standard database management systems (e.g., Microsoft SQL Server and Oracle Spatial Cartridge) and application development tools (e.g., Visual Basic, C++ and Java) is highly desirable.

### LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

  
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Greg Larson, City Manager